

PAIA Manual for Pearson Publishing cc

This document serves to provide the necessary information required
in terms of the Promotion of Access to Information Act 2 of 2002
(Section 51)

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Introduction

This Manual is published in terms of Section 51 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) ("the Act"). The Act gives effect to the provisions of Section 32 of the Constitution, which provides for the right of access to information held by the State and to information held by another person that is required for the exercise and/or protection of any right.

The reference to any information in addition to that specifically required in terms of Section 51 of the Act does not create any right or entitlement (contractual or otherwise) to receive such information, other than in terms of the Act.

Company and contact details

Name of Business:	Pearson Publishing cc
Company Type:	Closed Corporation
Nature of business:	Electronic technology information publishing
Registration Number:	2008/195151/23
VAT Number:	4150250720
Contact Person:	Malcolm Pearson
Physical Address:	29 Adelaide Drive, Glenashley, Durban, 4051
Postal Address:	P.O. Box 20646, Durban North, 4016
Telephone:	(031) 572 2709
Fax:	(086) 558 4601
Website:	www.ciproza.co.za
E-mail:	help@ciproza.co.za

The section 10 Guide on how to use the Act

The Guide is available from the South African Human Rights Commission.

Please direct queries to:

Addressee:	The South African Human Rights Commission The Research and Documentation Department PAIA Unit
Postal Address:	Private Bag 2700, Houghton, 2041
Telephone:	(011) 484-8300
Fax:	(011) 484-0582
Website:	www.sahrc.org.za
E-mail:	PAIA@sahrc.org.za

Information available

Information is available in terms of the following legislation, if and where applicable:

- Basic Conditions of Employment Act No. 75 of 1997
- Closed Corporation Act No. 69 of 1984
- Electronic Communications and Transactions Act No. 25 of 2002
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 58 of 1962
- Insolvency Act No. 24 of 1936
- Labour Relations Act No. 66 of 1995
- Occupational Health and Safety Act No. 85 of 1993
- Promotion of Access to Information Act No. 2 of 2000
- Skills development Levies Act No. 9 of 1999
- Unemployment Insurance Act No. 30 of 1966
- Value – Added Tax Act No. 89 of 1991

Specific records held by Pearson Publishing include:

COMPANIES ACT RECORDS

- Documents of incorporation

FINANCIAL RECORDS

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Banking Records
- Bank Statements
- Paid Cheques
- Electronic Banking Records
- Rental Agreements
- Invoices

INCOME TAX RECORDS

- PAYE Records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees

OTHER STATUTORY COMPLIANCES

- Value Added Tax
- Regional Services Levies
- Skills Development Levies
- Unemployment Insurance Fund

PERSONNEL DOCUMENTS AND RECORDS

- Employment details

Access to the records held

Records which are available without a person having to request access in terms of this Act in terms of section 52(2) [Section 51(1)(c)]. Certain information is provided on our web site.

THE REQUEST PROCEDURES

The forms and fee structure prescribed under the Act are available at the website of the Department of Justice and Constitutional Development (www.doj.gov.za) under the "regulations" section.

Availability of the material

This manual is available at our office and on our website as listed above.